



BOSTON COMMUNITY LEARNING CENTERS
BOSTON'S AFTER-SCHOOL FOR ALL PARTNERSHIP'S SCHOOL SITES INITIATIVE

**NOTICE OF FUNDS AVAILABLE
FOR OUT-OF-SCHOOL TIME PROGRAMS
FOR 2004-2005**

Boston Community Learning Centers (BCLC) seeks proposals to establish or expand school- or community-based centers that coordinate out-of-school time programs for students and families. BCLC's goals are to improve students' academic achievement and positive development, align OST programs with Boston Public Schools standards and curriculum, provide services and resources to children, youth, families, and the community, and to engage parents and community residents in the center. This grant award is approximately \$80,000 per year.

The School Sites Initiative (SSI) seeks proposals to significantly expand quality school-based after-school programs to at least 75 students or by a minimum of 25 students (whichever is greater) in the first year of funding. Beyond expansion, SSI's goals are to enhance opportunities for learning and academic enrichment, improve partnerships between host schools and after-school programs (where relevant), and strengthen the financial sustainability of after-school programs. This grant award is \$1,600 per student added to the school-based after-school program.

The following criteria are required in order to be eligible for funding¹.

BCLC applicants must:

- Be a community-based organization (CBO) or Boston Public School² operating school-based or community-based OST program(s) in Boston.
- Have a partnership between one school and one community-based organization at minimum.
- Have a non-profit agency as center's fiscal agent and be active contributor to program.
- Have a total of 75 students or at least 25% of the school(s)'s population enrolled in core after-school program(s).
- Provide opportunities to serve at least 200 children and/or youth every year through program activities and events.
- Offer program(s) that promote social, emotional, physical and academic development of students.
- Have full-time learning center coordinator that serves as a convener, coordinator, and provider of OST programs.
- Identify a Resource Team to create a vision and infrastructure that supports collaboration and "all funds" budgeting.
- Be open until 5:30 pm, four or five days per week at minimum, and begin programming by October 1.
- Provide services continuously throughout the school year without breaking for extended periods while school is in session.
- Comply with MA Office of Child Care Services regulations if applicable.

SSI applicants must:

- Be a CBO, Public, Charter, Parochial, or Independent school operating a school-based after-school program in Boston.
- CBOs must have had an active partnership with the host school for at least one year.
- Demonstrate need for and commit to significant expansion (expand to serve a total of at least 75 students or expand by a minimum of 25 students in your after-school program, whichever is greater.)
- Offer program components that support learning and academic achievement.
- Operate program at minimum from end of school day until 5:00 pm, three days per week, 30 weeks per year.
- Have a formal program enrollment process with an expectation of daily student attendance.
- Applicants serving multiple school sites may apply for up to a total of 5 school site programs.

Please continue to page 2.

¹ For further details on eligibility please refer to the complete application available at the websites on the following page.

² Parochial Schools seeking BCLC funding should contact Steve Perla of PACE at 617-723-9890. Charter Schools are not eligible for BCLC funding, but may apply directly for state funding at <http://finance1.doe.mass.edu/Grants/grants03/rfp/647.html>

**BOSTON COMMUNITY LEARNING CENTERS
AND
BOSTON'S AFTER-SCHOOL FOR ALL PARTNERSHIP'S SCHOOL SITES INITIATIVE**

Applicants are encouraged to apply for BCLC funds, SSI funds, or both depending upon their mission, goals and capacity for providing services. Only one application is necessary if applying for both funds. Applicants should carefully consider which funds best serve their programs and participants, and which funds they are eligible for. Applicants receiving funds from both the BCLC and SSI/Partnership will be expected to adhere to each initiative's funding guidelines, reporting requirements, and meeting schedules.

A **Bidders Conference** will be held at **The Boston Foundation** (75 Arlington St., Boston, MA) on **Wednesday, February 25th from 10 am to Noon**. Representatives from the BCLC and SSI/Partnership will be available to answer questions and provide further information.

If you plan to attend the Bidders Conference and/or apply for funds, **please fax or email the following Intent to Apply Notice by Friday, February 20th at 4 pm.**

Application and further details are available at the following websites:

www.cityofboston.gov/bcyf/
www.afterschoolforall.org

or by emailing:

Janette McKinnon (BCLC): janette.mckinnon@cityofboston.gov
June Wang (SSI): jwang@tdcorp.org

All applications are due **prior to 4 pm on Friday, March 19th**.

Intent to Apply Form
Boston Community Learning Centers & School Sites Initiative
Due Friday, February 20th by 4 pm

Name _____ Title: _____

Organization/Program: _____

School: _____

Address: _____

Telephone _____ Fax: _____

E-mail: _____

_____ Yes, my organization plans to attend the BCLC/SSI Bidders Conference at The Boston Foundation on Wednesday, February 25th at 10:00 am.

_____ individuals from my organization will attend.

_____ We have read the eligibility requirements and intend to submit an application for **BCLC** funds only.

_____ We have read the eligibility requirements and intend to submit an application for **SSI** funds only.

_____ We have read the eligibility requirements and intend to submit an application for both **SSI** and **BCLC** funds.

Please fax this form to 617-728-9138 or email to jwang@tdcorp.org
ATTN: June Wang, Intermediary for SSI.



Dear Applicant(s),

Attached you will find a Request for Proposals (RFP) document for two separate but related funding opportunities. The Boston Community Learning Centers Initiative (BCLC) provides funding to establish or expand school- or community-based centers that coordinate out-of-school time programs for students and families. The School Sites Initiative (SSI) of Boston's After-School for All Partnership (Partnership) provides expansion funding for quality school-based after-school programs.

This document has been designed in collaboration between BCLC and SSI/Partnership. In an effort to maximize your time and efforts, this RFP allows you to apply for one or both funding opportunities by submitting one application to the **Boston Centers for Youth & Families at 1483 Tremont Street prior to 4 pm on Friday, March 19th, 2004.**

Please read each part of the application thoroughly and carefully. Certain questions within the application are specific to the BCLC or SSI funding sources, but unless indicated so, each part of the application must be completed by all applicants. The application is comprised of the following parts:

- I. Application Summary
- II. Program Narrative
- III. Budget and Budget Narrative
- IV. Program Data
- V. Attachments

Applicants are encouraged to apply for either BCLC funds, SSI/Partnership funds, or both depending upon their mission, goals, and capacity for providing services. Applicants receiving funds from both the BCLC and SSI/Partnership will be expected to adhere to each initiative's funding guidelines, reporting requirements, and meeting schedules. Applicants should carefully consider which funds best serve their programs and participants, and which funds they are eligible for (see charts following).

	Boston Community Learning Centers (BCLC)	School Sites Initiative (SSI)
PURPOSE	<ul style="list-style-type: none"> Establish or expand center-based collaborations that operate during out-of-school time (OST) hours and provide students with programming opportunities that promote social, emotional, physical, and academic development of children and/ or youth. Offer families of students literacy and related educational services. The goals of the BCLC Initiative are: <ol style="list-style-type: none"> 1) Improve students' academic achievement and positive development; 2) Align OST programs with Boston Public Schools (BPS) standards and curriculum; 3) Provide services and resources to children, youth, families, and the community; and 4) Actively engage parents and community residents in the center. 	<ul style="list-style-type: none"> Expand after-school programs at school sites in order to serve more children and also test the theory that larger programs can reduce costs by taking advantage of "economies of scale". Enhance opportunities for learning and academic enrichment, improve partnerships between host school and after-school program, and strengthen financial sustainability. Enable a learning community among grantees to facilitate the identification and sharing of best practices; leverage learning to influence providers, policymakers, school districts and funders to support further expansion of school-based after-school programs.

	Boston Community Learning Centers (BCLC)	School Sites Initiative (SSI)
ELIGIBILITY	<ul style="list-style-type: none"> • A BCLC must be a community-based organization (CBO) or Boston Public School operating school-based or community-based OST program(s) in Boston. • A BCLC must be a partnership between at least one school and at least one non-profit community-based organization at minimum. • A non-profit, 501(c)(3) agency must serve as the center's fiscal agent and be an active contributor to the center's programming or coordination. • A BCLC must be located within the city of Boston. • A BCLC must have an after-school program that promotes the social, emotional, physical and academic development of children and/ or youth. Programs must: <ul style="list-style-type: none"> ○ Balance and be inclusive of children of all learning and physical abilities. ○ Afford extended learning opportunities, which directly connect to and reinforce the work done in the classroom. ○ Include access to sports and fitness opportunities. • A BCLC must have a full-time coordinator. • Identify a Resource Team to create a vision and infrastructure that supports collaboration and "all funds" budgeting. • A BCLC must be open until at least 5:30 pm, five days per week for programs serving elementary school-aged students and four days per week for middle and/or high school-aged students. These hours are in addition to any weekend, vacation, evening, and/or summer hours. Programming must begin by October 1, 2004. • A BCLC must provide services continuously throughout the school year without breaking for extended periods while school is in session. • A BCLC must meet all data collection and reporting requirements. • A BCLC is required to have either 75 students or at least 25% of the school(s)'s population enrolled in the BCLC's core after-school program(s), while providing opportunities to serve at least 200 students through other programs and events. • All BCLC sites must comply with MA Office of Child Care Services regulations. 	<ul style="list-style-type: none"> • Applicants must operate a quality after-school program in at least one (1) school. • If applicant is a community-based organization (CBO), they must have an active partnership with the school in which they plan to expand and have been operating an after-school program at that school for at least one (1) year. • Public, Charter, Parochial, and Independent schools are also eligible to apply without a CBO partner. • Applicants must be committed to expanding the number of students served at the selected school site to at least 75 students or by a minimum of 25 students (whichever is greater) in the first year • After-school programs must have program components that support learning and academic achievement. • Programs must operate from the end of the school day until 5:00 or 6:00 pm at least three (3) days per week for at least 30 weeks during the school year. • Programs must have a formal program enrollment process with an expectation of daily student attendance. • Providers may receive grants for up to 5 sites (including sites already receiving funding). A separate application must be completed for each site. • Programs must serve a high percentage of low-income students.
GRANT SIZE	<ul style="list-style-type: none"> • Approximately \$80,000/year • The term of this grant begins in September 2004 and ends in August 2009. (Pending budget appropriation, continuation of funding will be available for a total grant period of 5 years, based on yearly progress updates and timely submission of the required data). 	<ul style="list-style-type: none"> • For after-school program: \$1,500 per child added each year for two years. • For host school: \$100 per child added (both years). • If school-run program: \$1,600 per child added. • The term of this grant begins in September 2004 and ends in June 2006.

	Boston Community Learning Centers (BCLC)	School Sites Initiative (SSI)
FUNDING PRIORITIES	<p>According to the guidelines outlined by the MA Department of Education, applicants meeting the following criteria will be given priority:</p> <ul style="list-style-type: none"> • Creative and innovative OST programs that support and contribute to academic achievement and youth development for all students • Integrate school day and OST programs so as to promote shared learning goals, teaching and support strategies, and staff recruitment and training • Provide activities that explicitly address appropriate grade-level state and local learning standards and supports students' academic performance • Contribute to the student performance goals outlined in school improvement plans. • Create and maintain a school and/or community-based infrastructure that establishes procedures to improve outcomes for children and youth through successful program implementation and oversight • Establish procedure to evaluate program effectiveness through the collection and analysis of data • Promote efficient use of public resources and facilities through effective partnerships between schools, CBOs, adult community learning centers, and other public and private entities • Address the multiple needs of all children, youth and their families through increased supervision, safety, and access to support services • Serve a high percentage of academically at-risk students • Provide sports and fitness activities on regular basis that promote health and wellness • Provide services on a year-round basis 	<p>The Partnership will seek to award grants to a broad range of after-school providers, so as to include a diversity of neighborhoods, student ages, and ethnicities. All applicants should meet the following criteria:</p> <ul style="list-style-type: none"> • Thoughtful strategy for expanding the number of students served while maintaining program quality. • Demonstrated ability to successfully operate a high-quality after-school program. • Program model that incorporates a purposeful set of activities aimed at improving student learning. • Strategy for financially sustaining the program at its target size beyond year two of the grant. • (If applicable) Strong working relationship between the school administration and the after-school program(s) as indicated by: <ul style="list-style-type: none"> – Program components aligned with state curriculum standards – Systems for communication between school and after-school staff – Coordinated student recruitment strategy – Strong consensus on roles and responsibilities – Adequate allocation of space, facilities and resources • Strong evaluation system that measures and works to enhance program outcomes. • Ability to reach target expansion by December 2004. <p>Applicants meeting the following criteria will be given priority:</p> <ul style="list-style-type: none"> • Programs that operate 4-5 days a week and more than 30 weeks during the school year, with some programming provided during school holidays. • Commitment from the school to dedicate the time of one or more school staff members to the after-school program, for at least 10 hours per week. • Movement towards a unified school plan and budget ("all-funds" budget) that includes school day and out-of-school time programming.

The following sections provide background information on the Boston Community Learning Center and the School Sites Initiative. Please take time to read through this carefully.

BOSTON COMMUNITY LEARNING CENTERS

Through local, state and federal resources, the BCLC initiative is supporting 28 centers in the 2004-2005 school year. Programs chosen through this competitive process will be included in an application submitted to the Massachusetts Department of Education in June 2004. Final funding decisions will be made by the Massachusetts Department of Education.

COMMUNITY LEARNING CENTER OVERVIEW

Among schools and community-based organizations, one will most likely observe several organizations or individuals with various missions providing services to the same population of youth. The idea behind the BCLC model is to create an infrastructure by which these different organizations can meet, share resources, identify gaps in services, collectively plan, and support each other, while still continuing to fulfill their mission.

BCLCs represent center-based collaborations between schools, service providers, parents, community agencies, and neighborhood advocates. While the BCLC model has an after-school program at its core, this funding is not meant to solely create an after-school program. The BCLC funding must be used to create partnerships and collaborations between the organizations that provide services to children and families in the center. A Resource Team must therefore be created to craft a common vision and infrastructure that supports collaboration and “all funds” budgeting.

Applicants are not expected to have a complete program design in place at the time of the submission of this application, but should demonstrate the ability to execute their plan. Selected sites will receive technical assistance and training that supports program start-up and improvement.

FUND USE

Funds may be used solely for the purpose of creating BCLCs that provide students and families with academic enrichment and a broad array of other activities. Services must be offered during non-school hours or periods when school is not in session, including before-school, after-school, evenings, weekends, school vacations, and summer. Activities that may be funded under this grant:

- academic enrichment & remedial programs;
- mathematics/science education activities;
- art/music;
- entrepreneurial programs;
- tutoring and mentoring programs;
- sports and fitness;
- parent involvement;
- technology and telecommunications;
- drug/violence prevention, counseling, and character education;
- programs for truant, suspended, and/or expelled students to enable them to improve academically;
- extended library services; and
- opportunities for family/adult literacy and related educational development for the families of students served.

Funds may be used to pay for staff and coordinator salaries; contracts with provider agencies; professional development activities; stipends for professionals, students or family members actively involved in the delivery of services; transportation and program materials. Funds can also be used to provide services to English Language Learners in their native language during out-of-school time.

GRANTEE REQUIREMENTS

All grantees will be required to follow MA DOE reporting requirements which include tracking of student enrollment, attendance, and progress using teacher and OST staff surveys and reports. BCLCs must submit required data in a timely fashion. *Organizations should only submit proposals if they intend to comply with MA DOE's data collection requirements.*

SCHOOL SITES INITIATIVE

Boston's After-School for All Partnership (Partnership) seeks proposals from community-based organizations (CBOs) that are currently operating successful after-school programs in Boston Public, Charter, Parochial, and/or Independent schools and intend to significantly expand their program at one of these schools. New this year, after-school programs operated by Boston Public, Charter, Parochial, and/or Independent schools (without a CBO partnership) are also eligible to submit a proposal.

The Partnership is currently funding eleven (11) sites and anticipates funding an additional ten to fifteen sites in this third funding cycle. The Partnership's goal through this round of funding is to increase the number of students participating in these after-school sites by 285.

OVERVIEW

As the largest public-private venture in Boston's history focused on children, the Partnership comprises thirteen funding partners who have agreed to target over \$24 million of new funding over five years to support three major goals:

1. **Expansion Goal:** To significantly expand the availability of quality after-school and summer programs for low-income children in Boston;
2. **Learning Goal:** To help improve the academic achievement and positive development of children by supporting after-school and summer program providers in their efforts to integrate high-impact learning activities into their programs;
3. **Sustainable Financing Goal:** To support efforts to put in place sustainable, significantly increased streams of public revenue to fund a system of quality after-school and summer programs in Boston.

The School Sites Initiative Expansion Grant is one of several collaborative ventures the Partnership has launched to improve and expand after-school programming in Boston. In addition to this and similar collaborative initiatives, each of the funding partners that comprise the Partnership continues to make individual investment decisions to support after-school programming in Boston.

TERMS OF GRANT

The Partnership will subsidize the per-child cost for new participants at the selected sites over a period of two years. The second year of funding is contingent upon successful expansion and compliance with requirements in the first year. For CBO grantees, \$1,500 will be awarded per student added. Hosting schools will receive \$100 per student. For school grantees, \$1,600 will be awarded per student added.

GRANTEE REQUIREMENTS

While each grantee will maintain their own system for measuring their program's outcomes, grantees will also work in collaboration with SSI and the Partnership in support of the initiative-wide efforts to measure program success. Data collection requirements will include periodic reporting of enrollment and attendance information as well as a comprehensive year-end report. In addition, grantees will attend learning sessions and work closely with the SSI intermediary as needed to plan for expansion, identify and overcome key obstacles to growth, and enhance the ability of these programs to foster healthy development and academic success.

For any further questions about the application, please contact Janette McKinnon (BCLC) at janette.mckinnon@cityofboston.gov, or June Wang (SSI): jwang@tdcorp.org.

Thank you in advance for your proposal submission,

Kevin P. Stanton
Director, Out-of-School Time Services
Boston Centers for Youth & Families

Richard Ward & Jennifer Davis
SSI Co-Chairs
The Boston Foundation & Massachusetts 2020



BOSTON COMMUNITY LEARNING CENTERS

BOSTON'S AFTER-SCHOOL FOR ALL PARTNERSHIP SCHOOL SITES INITIATIVE

2004-2005 Proposal Application



Instructions - Please read each question carefully, paying attention to clarifying instructions in brackets to ensure that appropriate responses are given. Certain questions are for BCLC or SSI applicants only (answer both if applying for both grants). Certain questions are for **applicants** that are schools or community-based organizations only; or for applicants operating community- or school-sited **programs** only. Answer questions according to your organization and program type as instructed.

EACH FORM MUST BE TYPED

I. APPLICATION SUMMARY

Please indicate the grant(s) you are applying for: ☐ BCLC ☐ SSI ☐ Both

1. Name of Applicant/Lead Agency: _____

If you are not a school, name of school(s) you are partnering with: _____

2. Please indicate the type(s) of school(s) by placing an "X" in the appropriate box:

☐ Boston Public/Pilot

☐ Parochial

☐ Charter

☐ Independent/Other private

3. Grades served in out-of-school (OST) time program(s): _____

4. Please indicate in which neighborhood(s) your site/program is located with an "X".

☐ Back Bay

☐ Beacon Hill

☐ Charlestown

☐ Allston/Brighton

☐ Chinatown

☐ Dorchester

☐ East Boston

☐ Fenway/Kenmore

☐ Hyde Park

☐ Jamaica Plain

☐ Mattapan

☐ Mission Hill

☐ North End

☐ Roslindale

☐ Roxbury

☐ South Boston

☐ South End

☐ West Roxbury

5. What year did the program begin operations at the current site? _____

What are the program's hours of operation? _____ hours/day _____ days/week _____ weeks/year

6. [School-sited Program(s)] Is the school you are based in eligible to receive Supplemental Educational Services (SES) funds? ☐ Yes ☐ No

7. [SSI Applicants] Please fill in the following information for your school-based program.

Total school enrollment	
Approximate number of students at school site who attend any after-school program (based in the school)	
Number of students from school site currently enrolled in your after-school program	
Number of students from other schools currently enrolled in your after-school program	
Number of additional students enrolled in your after-school program if given SSI grant	

8. [School-Sited BCLC Applicants] Please fill in the following information about the school population for your OST program(s).

Total school enrollment	
Approximate number of students in school who attend any OST program(s)	
Number of students enrolled in your OST program(s)	
[If applicable] Number of additional students to be enrolled if awarded BCLC grant	

9. [Community-Sited BCLC Applicants] Please fill in the following information about your OST programs(s).

Total number of students enrolled in your OST program(s)	
[If applicable] Number of additional students to be enrolled if awarded BCLC grant	

10. List other OST programs available at school(s), including the type of program and the number of students enrolled in the table below.

Provider/ Program Name	Type of Program (Provide a brief description.)	Number of Students Enrolled

11. In no more than four sentences (eight if applying for both BCLC and SSI funding), please summarize the proposed project.

II. Program Narrative

Instructions - Please answer the following questions as completely as possible in 5 pages or less (not including attachments or the Program Activities Table). Narrative should be single-spaced, in a font no smaller than 12 points with one-inch margins. Answers should be numbered.

Program Information

1. Provide a brief summary of the applying organization's history, goals, and key achievements.
2. Provide a brief summary of the out-of-school time program's mission and goals.
3. Describe the management and staffing structure for your program. Please describe the roles and responsibilities of staff. **Please attach resumes (or job descriptions for positions not filled) of key staff and an organizational chart of staff if available.**
4. What role (if any) do volunteers play?

Community Need

5. Describe the community and populations (including ethnic and linguistic groups) that your program(s) hopes to serve. Describe the community or regional need(s) and/or challenges that this effort will address. What is the proposed level and nature of involvement of the community-at-large?

Outreach Plan

6. [SSI Applicants] Describe how you have determined that there is sufficient demand to support expansion.
7. Please describe the recruiting, enrollment, and registration process. Do you plan to recruit outside of the school(s) where the program is located in or partnered with? [If applicable] How will your program market to students and parents to recruit for expansion?
8. [SSI Applicants] What additional resources (e.g., staff, space, etc.) will need to be secured to support expansion? How will they be secured?

Program Activities

9. **In the table on the following page**, please name each activity that students participate in, how long they participate in each activity, the type of activity it is, and [BCLC applicants] what state and local learning standard¹ it pertains to (if any). Please see the shaded boxes in the table as examples. **Please also attach a current and/or proposed program schedule.**
10. Describe how the proposed program design promotes continuity between learning in the classroom and the proposed out-of-school time activities.
11. Describe how you currently evaluate the effectiveness of your program. What program and outcome data do you currently collect? **Please attach any evaluations or research that supports your model.**
12. [BCLC Applicants] Describe what sports and fitness activities will be provided at your site that promote health and wellness.

¹ Local standards can be found on the BPS website (www.boston.k12.ma.us). State standards can be found on the Massachusetts Department of Education's website (www.doe.mass.edu).

Program Activities and Links to Learning Standards

Activity Name	Min. per Day	Days per Week	Activity Description	[BCLC Applicants] Connection to State/Local Standards
<i>Example: Snack Time</i>	<i>15 min</i>	<i>5 days</i>	<i>Example: Students are provided a nutritious snack each afternoon. Students will gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic disease.</i>	<i>Example: MA Comprehensive Health Curriculum Framework Physical Health Strand PreK-12 Standard 3: Nutrition</i>
<i>Example: Homework Help</i>	<i>60 min</i>	<i>5 days</i>	<i>Example: Tutors assist with homework in small groups of six.</i>	<i>Example: MA Dept of Education English Language Arts Curriculum Frameworks Language Strand Learning Standard 1: Students will use agreed-upon rules for informal and formal discussions in small groups and large groups; and Learning Standard 2: Students will pose questions, listen to the ideas of others, and contribute their own information or ideas in group discussions and interviews in order to acquire new knowledge.</i>
<i>Example: Shape Walk</i>	<i>60 min</i>	<i>2 days</i>	<i>Example: Students work alone or in small groups to find basic shapes in their environment such as circles, triangles, and squares. Students can draw a map or write a set of directions using words such as near, far, over, under, behind, on top and together and distances such as the number of giant steps, body lengths, 12 inch rulers, and hands to describe where the shapes are located. Students exchange maps and directions so that other students can attempt to find the same shapes. Students' success in finding the shapes will determine how well they were able to follow directions, use measurement, identify shapes and document their findings.</i>	<i>Example: MA Mathematics Curriculum Frameworks Patterns, Relations, and Algebra Strand; Geometry Strand; and Measurement Strand.</i>

Collaboration Among School(s) and Community-based Organization(s)

13. [Community-based Organization Applicants] Please provide a brief summary of collaboration between community-based organization(s) and school site(s). Please include the collaboration's history, goals, and key achievements. **Please attach a memorandum of understanding with the school if one exists.**
14. [Community-based Organization Applicants] What specific strategies and practices have you put in place (or are you planning to put in place) to ensure strong communication between after-school program staff and school faculty and administration? How will you improve communication over the grant period?
15. [School Applicants] Do you have partnerships with community-based organizations or other non-profits that support your after-school program? If so, please describe the partnership and involvement.
16. Please describe your relationship(s) and level of collaboration with other OST program(s) at the school(s), if applicable.

Sustainability Planning

17. Please outline a plan for sustaining the proposed project and/or expansion once the grant concludes and describe your strategy for building your funding base.
18. [SSI Applicants] How will program expansion help your program achieve economies of scale by reducing per student costs?

Non-Public School Based BCLC Applicants Only²

If you are a non-public school based program applying for BCLC funding, you must answer the following questions. You may use up to 2 additional pages to answer the questions.

1. Please outline your plan of communication between the alternate site and the school(s) that students attend, including how you will:
 - assure the alignment of an academic component;
 - access necessary student academic records;
 - assure that the participants were in attendance during the regular school day; and
 - share information on students' progress between school-day and BCLC program staff and families.
2. Please provide evidence that the program will be as available and accessible as it would be at the school site.
3. Please describe your plan to ensure safe transportation between the school and the community-based center.

² SSI Applicants that are not based in Boston Public Schools do not need to complete this separate section.

III. Budget and Budget Narrative

Instructions – Please complete budget forms and narrative questions below. If applying for both BCLC and SSI grants, both budget forms and narratives are necessary.

Boston Community Learning Centers

Please attach your budget using the provided format. Your budget should include the entire budget for this project, including the portion not to be funded by the BCLC grant. In-kind services should also be included.

Applicant: _____

School: _____

Grant Request Not to Exceed \$80,000

Categories	Grant Request	Additional Supporting Funds	Source of Additional Funds	Total Budget
1. Program Staff				
BCLC Coordinator (Required not to exceed 50% of Grant Award)				
2. Payroll Tax and Fringe				
3. Consultants and Contracted Services				
4. Supplies (Not to exceed 10% of Grant Award)				
5. Other				
Computer and Printer (Required if not reapplying for BCLC funding)	\$1100			
6. Indirect (Not to exceed 3.5% of grant request)				
7. Total				

A budget narrative must also accompany your budget request. A budget narrative describes your request as clearly and concisely as possible. For example, when requesting project supplies, list supplies you will be purchasing (such as pencils, pens, notebooks, etc.); when requesting stipends or personnel costs, describe the number of individuals paid, the hourly rate, the number of hours per week, and the number of weeks to be paid. If you or your fiscal agent is charging an indirect fee, please include your cost allocation plan.

School Sites Initiative

Applicant: _____

School: _____

TABLE I	Year 1 2004-05	Year 2 2005-06
1. Number of students enrolled in after-school program		
2. Number of students expected to be added in each year		
3. Partnership Contribution per additional student	\$1,600*	\$1,600
4. Total Partnership Contribution (Multiply Line 2 by Line 3)		

Please fill out the budget form below for the site which you are planning to expand. For years 1 and 2 of the grant, please show budget figures for the entire program at this site, not just for the students added.

TABLE II	Current 2003-04	Year 1 2004-05	Year 2 2005-06
Revenues			
1. Partnership Grant (Line 4 in Table I above)	NA		
2. OCCS Vouchers			
3. SES Vouchers			
4. Parent Fees (net of discounts)			
5. Other Revenue – Government			
6. Other Revenue – Foundations			
7. Other Revenue – School			
8. Other Revenue – Corporate			
9. Other Revenue – Individual donors			
10. Other ⁺			
11. TOTAL REVENUES			
Expenditures			
1. Salaries, taxes, & benefits			
2. Equipment			
3. Supplies			
4. Student recruitment & outreach			
5. Food			
6. Transportation			
7. Indirect Costs ⁺			
8. Other ⁺			
9. TOTAL EXPENSES			

* For School Applicants, \$1,600 per student is awarded to the school. For CBO Applicants, \$1,500 is awarded to the CBO, and \$100 is awarded to the School.

⁺ Please specify Indirect Costs and Other costs.

For all applicants:

1. **Please also attach the current fiscal year budget for your organization and most recent audit of fiscal agent, if available.**
2. Please list all potential sources of funding you have applied for (or plan to apply for), the amount applied for, and its percentage of your current program budget.

Potential Source of Funding	Amount	Percent of Program Budget
Government		
Foundations		
School		
Corporate		
Other		

IV. Program Data

1. Is the applicant a school? ☐ Yes ☐ No

Is the applicant a non-profit registered with the Commonwealth of Massachusetts?

☐ **Yes**, our agency has a 501(c)(3) status and **a copy of our certificate is attached**. Our Federal Identification Number is: _____

☐ **No**, our agency does not have a 501(c)(3) status. [For BCLC applicants] We will be using a non-profit agency as our fiscal conduit. Our fiscal agent is _____ and **a copy of their certificate is attached**. Their Federal Identification Number is: _____

2. Signature of Executive Director/Principal of Applicant _____

By signing above, you are certifying your awareness of the BCLC and SSI grants and their requirements and your support of this application.

3. [If applicable] Signature of Fiscal Agent _____

By signing above, you certify that you have agreed to act as a Fiscal Agent for this grant and will adhere to the financial reporting requirements that accompany this funding.

4. Have you or your partner(s) received BCLC funding in the past? ☐ Yes ☐ No
Have you or your partner(s) received SSI funding in the past? ☐ Yes ☐ No

5. Please fill in the appropriate contact information in the table below. List school information only if different from the Applicant.

	Applicant	School (If different from applicant)
Organization		
Contact Person		
Chief Official		
Address		
City		
State		
Zip Code		
Phone Number		
Fax Number		
Website/Email		

6. [School-Sited Programs] Please fill in the following information about the school population, in which your program is based.

Total number of students in school	
Total number of students who walk to school (“walkers”)	
Total number of students in school who do NOT live in the neighborhood of the program location/school	

7. Please fill in the following information on those served in the program, and the staff to student ratios both now and if funded.

	# Currently	# Future (if given BCLC/SSI grant)
Grades K-5		
Grades 6-8		
Grades 9-12		
Parents [BCLC Applicants]		
Other family [BCLC Applicants]		
Paid staff in after-school program		
Volunteer staff in after-school program		
Paid staff to student ratio		

8. Which areas of your facility are and will be available for BCLC and/or SSI programming? (Please place an “X” next to the facility areas that are/will be available for BCLC and/or SSI programming.)

	Currently		Future	
	BCLC	SSI	BCLC	SSI
Auditorium				
Computer Room				
Community Room				
Cafeteria				
Gymnasium				
Music Room				
Outside play area				
Parent Center				
Sanctuary				
Classroom(s), please indicate how many: _____				
Other room(s), please name: _____				

V. Attachments

Part I – The following attachments are required to complete the **BCLC** and **SSI** application.

1. [Community-based Organization Applicants] A signed letter from the principal of the partnering school(s) on the school's letterhead. This letter should address the following:
 - Reason for supporting OST program(s) and goals for program(s).
 - Anticipated level of involvement and responsibilities in recruiting and outreach of students and staff.
 - [SSI Applicants] Need for program expansion and role of the school in helping the program to reach the target enrollment goal.
 - School resources/space that will be committed to the program(s).
 - Any shared staff assigned to work in collaboration with program(s).
 - Efforts made to link learning during the school day with the OST program(s).
 - Efforts to work with the program(s) to develop an “all-funds” budget approach to sustainable financing of the program (e.g., school-based sources of revenue allocated to support program and strengthen in-school and after-school alignment). This may include:
 - Shared staff position(s) between school and after-school program(s)
 - School funding that supports the work of teachers in after-school program
 - Use of academic remediation resources (e.g., SES)
 - Title I allocations
 - [SSI Applicants] How the \$100 per student received by the school will be used.
2. Current or proposed program activities schedule.
3. Copy of 501(c)(3) status certificate of applicant or fiscal agent.

Part II – The following attachments are required for your **BCLC** application to be complete.

4. Signed letter of endorsement on letterhead for each proposed member of your Resource Team³. This letter should describe a) the agency's proposed contributions and b) how the agency's involvement will strengthen academic and social outcomes for the children and families who participate in BCLC programming.
5. Based on the program design outlined in this application, please provide a timeline for your project. Please make sure to include your proposed Resource Team convening date, coordinator hiring deadline, start date, end date, registration period(s), breaks in service, etc. Please note that programming should start by October 1, 2004.

Part III – The following attachments are recommended for both BCLC and SSI applicants.

6. The current fiscal year budget for your organization and most recent audit of fiscal agent.
7. Resumes (or job descriptions for positions not filled) of key staff.
8. Organizational chart of staff.
9. Memorandum of Understanding between the school and after-school program, if applicable.
10. Program evaluations of your program(s).
11. Endorsement letters from organizations involved in partnership(s) or collaboration(s).

³ Please see Application Cover Letter for further description of a Resource Team.

PROPOSAL SUBMISSION INFORMATION

Proposals MUST be submitted in the following order:

1. Application Summary
2. Program Narrative
3. Attachment 1: Signed letter from Principal [Community-based Organization Applicants]
4. Budget and Budget Narratives
5. Program Data
6. Attachments: All others

Proposals must be received no later than **4:00 pm on Friday, March 19, 2004**. Faxed and emailed applications will not be accepted. Incomplete applications will not be considered, and no materials will be accepted after the application deadline. All applications must be typed. Please mail or hand deliver your application to:

Kevin P. Stanton
Director of After-School and Out-of-School Time Initiatives
Boston Centers for Youth & Families
1483 Tremont Street, 3rd floor
Boston, MA 02120

Neither the BPS nor the BCYF is responsible for late or lost applications submitted by mail. It is strongly recommended that you hand deliver your application.

BCLC

Submit the original application and any supporting materials, plus five (5) copies of the application and five (5) copies of any supporting materials (total of six application packets). Please label the original signed application clearly. All sites that will be included in the city's application to MA DOE will be announced by mid-April.

If you have questions, please call Dishon Mills (617-635-1578) or Janette McKinnon (617-635-4920 x2235).

SSI

SSI applicants must submit five (5) copies of the proposal and an electronic copy on disk. Awards are expected to be announced by mid-May. If you have questions please contact:

June Wang
Senior Associate, Technical Development Corporation
Intermediary for Boston's After-School for All Partnership - School Sites Initiative
Phone: 617-728-9151
E-mail: jwang@tdcorp.org

If submitting proposals for both funding opportunities, one original application and supporting materials, plus ten (10) copies of the application and supporting materials, and one electronic copy on disk are required.